

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Ambulance Billing Clerk	<u>Revision Date:</u> 09/13
		<u>EEO Code:</u> Admin. Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30461

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of the Budget and Billing Manager, responsible to prepare, receive and calculate ambulance invoices, payments and reports.

III. Essential Duties:

- Input EMS reports on the computer.
- Prepare and mail ambulance bills to customers including gathering billing data, entering data on computer, reviewing EMS reports and fee schedules to obtain billing amounts, and printing billing notices.
- Bill appropriate insurance companies using electronic and paper claim forms.
- Make adjustments to accounts as necessary.
- Prepare lists of delinquent accounts for collection.
- Receive and handle telephone calls and walk-in public.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires six months of accounting, business or related training.

**Experience:** Requires one year of related work experience. May substitute additional experience for required education. Medical coding certification, experience and skills preferred.

**Probationary Period:** A one year probationary period is a pre-requisite to this position.

**Knowledge of:** Accounting principles and procedures, HIPAA guidelines and requirements, medical terms, correct English usage, spelling, vocabulary, arithmetic, general office practices, and basic knowledge of Microsoft Office and use of computer equipment.

**Responsibility for:** Proper accounting procedures with regard to ambulance billing payables and receivables, answering phones, distribution of mail and other office duties, great responsibility for maintaining confidential information.

**Communication Skills:** Constant contact with the public concerning ambulance bills, payments, etc.; constant contact with health agencies; ability to deal well with upset people; frequent contact with citizens and other employees during emergency situations; contacts with other departments, furnishing and obtaining information.

**Tool, Machine, Equipment Operations:** Regular use of a computer and calculator; frequent use of a copy machine and fax machine.

**Analytical Ability:** Follow established accounting policies and procedures; follow written and verbal instructions; establish effective working relationships with employees and the public.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. A moderate amount of pressure and fatigue is present during an average work day as a result of interpersonal tension due to confrontations with customers about ambulance billing collections; work procedures are established; refer only unusual cases to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_